

## **SKILLED TRADES TECHNICIAN**

### **DEFINITION**

Under general supervision, performs a wide variety of building maintenance, repair, and installation tasks involving carpentry, roofing, masonry, flooring, fencing, repairing, patching, stucco of walls, repairing College furnishings to improve, maintain, and renovate College buildings and facilities; performs minor journey level work in multiple trades including carpentry, plumbing, electrical, and painting trade work as needed.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel and technical and functional supervision from the Lead Skilled Trades.

### **CLASS CHARACTERISTICS**

This is a journey-level position that performs general skilled trades work. Incumbents are responsible for performing maintenance and alterations on College buildings and facilities and performing general installation and repairs. This class is distinguished from other skilled maintenance trade classifications by the performance of duties in all skilled trades, rather than primarily performing duties in one area.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Performs maintenance and alterations on College buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; adds and demolishes walls; repairs cabinets and counters; repairs stairs; builds storage units; installs and repairs ceiling tiles, floor and wall tiles, linoleum and/or carpet; repair doors; repairs and replaces existing drywall and other wall surfaces as needed; installs artwork, plaques, frames, whiteboards, and other miscellaneous items on wall surfaces; installs and repairs concrete and masonry; repairs and patches roofs, paints and/or stains as necessary; and performs other related tasks.
2. Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms, and pours concrete for small jobs such as walkways or slab repair.
3. Inspects structures; recommends special work required or necessary facility maintenance; trains temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
4. Orders needed supplies; ensures maintenance of an adequate inventory to accomplish assigned jobs.
5. Responds to emergency situations as necessary.
6. Repairs, replaces, and adjusts low-energy operator components in automatic doors; responds to emergency lock opening and key needs as required.
7. Assists in the installation, maintenance, storage, and removal of large athletic equipment with the applicable Kinesiology departments, utilizing specialized equipment, such as lifts, riggings, and hydraulics.
8. Maintains, repairs, orders, keeps inventory, and installs all traffic and exterior signage in streets, parking lots, and other areas as needed.

9. Installs, repairs, and maintains pool, aquatic facilities, and equipment, including, but not limited to, plumbing systems and large-scale sand filtration; operates, maintains, repairs, and automates circulation pumps, chemical injection pumps, and building automation; coordinates with aquatics staff for event support.
10. Monitors pool water chemistry daily by maintaining performance logs and working with the certified pool and spa contractor to maintain optimal system performance; monitors pool boiler functionality and works with HVAC/R Mechanic and Building Automation Technician to troubleshoot controllers or automation issues as needed.
11. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
12. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
14. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
15. Maintains regular attendance.
16. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Practices, methods, equipment, tools, and materials used in maintaining, repairing, constructing, and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
2. The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment, including forklift, aerial lifts, backhoe, tractors, jackhammer, and trucks.
3. Applicable federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
4. Shop arithmetic.
5. Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
6. Safe driving rules and practices.
7. Maintenance and operation procedures for pool and aquatics facilities.
8. Basic preventive maintenance principles and practices.
9. Basic record-keeping principles and procedures.
10. Basic computer applications related to the work.
11. English usage, grammar, spelling, vocabulary, and punctuation.
12. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

**Skills & Abilities to:**

1. Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of College buildings and facilities.
2. Perform welding, lathe, and metal fabrication duties as directed; utilizing oxyacetylene and electric arc welding, soldering, and brazing processes; assure compliance with established safety guidelines and regulations.
3. Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, and construction work.
4. Read and understand blueprints, construction drawings, and schematics.
5. Coordinate work assignments with other divisions and departments.
6. Conduct safety inspections and establish safe procedures.
7. Estimate needed materials and labor and secure sufficient quantities.
8. Inspect the work of others and maintaining established quality control standards.
9. Practice safe work habits; training others in proper and safe work procedures.
10. Follow department policies and procedures related to assigned duties.
11. Work with contractors on College-approved projects.
12. Maintain records and prepare work and time reports in building and facility maintenance areas.
13. Organize own work, set priorities, and meet critical time deadlines.
14. Communicate effectively through various methods.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Understand scope of authority in making independent decisions.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to completion of the twelfth (12<sup>th</sup>) grade; and
2. Three (3) full-time equivalent years of experience in journeyman-level construction and repair work or general maintenance technician.

**Pay Grade Eligibility:**

County of Los Angeles Public Health Swimming Pool Service Technician certification and assignment to pool/aquatic facilities will qualify incumbents for an increased pay grade.

**Licenses and Certifications:**

The incumbent is required to drive to a variety of locations. This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

## **PHYSICAL DEMANDS**

Must possess mobility to work in various College buildings and facilities; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen, color vision to identify electrical wires, pipes, engine and motor parts etc., and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Incumbents work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Amended 2/2026